

Council of Australian Biological Collections (CABC)

Terms of Reference

Purpose:

The Council of Australian Biological Collections (CABC) will provide an authoritative, coordinated body to represent the interests of biological collections and taxonomy in Australia to government, industry and the broader community.

Functions:

The Council will:

- Coordinate and develop common approaches to biological collections issues.
- Raise awareness and appreciation of the importance of taxonomy and related research issues.
- Provide advice to government on national and international biodiversity and taxonomy issues.

Establishment:

- This Council was established by agreement of the initial members at a workshop in Canberra on 10 February 2011. The Council held its inaugural meeting by teleconference on 8 March 2011.
- The inaugural Chair of the Council will be CHAH.

Operation:

Membership

- Council of Heads of Australian Faunal Collections (CHAFC)
- Council of Heads of Australasian Herbaria (CHAH)
- Council of Heads of Australian Entomological Collections (CHAEC)
- Council of Heads of Australian Collections of Microorganisms (CHACM)
- Australian Biological Resources Study (ABRS)

Individual member representatives will be from the executive of each member Council, or the equivalent in the case of member organizations.

Each member Council will be allowed up to three members drawn from their executive.

Council membership may, by agreement of the members, be expanded from time-to-time. New membership will be considered on a case-by-case basis.

Ex-officio Observers:

Observers may, with the agreement of the members, be appointed from time-to-time.

- Atlas of Living Australia (ALA)

Chair

- The Council will be chaired by one of its members.
- The Chair will be elected annually by all members.
- A Council member cannot hold the position of Chair for more than three consecutive terms.

Decision making

- Decisions by the Council will be by consensus of members.
- Where a consensus cannot be reached, decisions will be by a simple majority vote.

Conflicts of Interest

- Members are obliged to declare any perceived or actual conflicts of interest at the start of each meeting.
- Conflicts of interest will be addressed on a case-by case basis.

Frequency and location of meetings

- The Council will hold face-to-face meetings every six months. In addition, teleconference meetings will be held every two months or as otherwise agreed by the Council.
- Face-to-face meetings will be held in Canberra - or an alternative location as agreed by members from time-to-time.

Secretariat

- The ABRS will provide secretariat functions.

Work Plan

- The Council will develop and maintain a work plan.